



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date July 31, 1974	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 2120-01		Date Received AUG - 2 1974	Application No. 74-289 Date Completed AUG 22 1974
3. AGENCY, Division, Subdivision & Administering Office Address Department of Education Professional Practices Commission 12 Mitchell St. Southeast Atlanta, Georgia 30334		4. Person to Contact Agnes Walker Stenographer III 656-4091	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
1973 to date

9. Exact Series Title

PROFESSIONAL PRACTICES COMMISSION CASE FILES

10. What is the function of the office in which this record series is created?

The Professional Practices Commission, created by Ga. Law 32-838 through 32-845, is responsible for developing standards for professional practices in educational administration and teaching areas, and for recommending action in cases of violation of these standards. After a public hearing, the Commission may make recommendations to the State Board of Education that a member of the profession be warned, reprimanded, suspended or have his certificate revoked. The Commission may also make recommendations to the Board of Education or to local or county boards of education relating to improving standards of the teaching profession.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to cases involving questionable professional practices by personnel in the Public School Systems in Georgia.

Included are case folders containing information relating to the initiation of the hearing; legal documents such as copies of convictions, which provide background information; recommendations of the Professional Practices Commission; petitions to the State Board of Education; action of the State Board of Education; and related correspondence.

Files are arranged numerically by case number.

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records		
Letter-size File Drawers	01	1		1	1		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
				7	0		
				This Year's	Last Year's	Preceding Year's	All Prior Years'
			AVERAGE DAILY REFERENCES	2	0	0	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published? ☐ [] ☒ [X]
Attach copy of summary or publication.
- ✓ 16. Does the series contain classified information requiring security handling? ☒ [X] ☐ []
17. **File contains information that could damage an individual**
Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ []
Yes, but time and effort would be needed to reconstruct the files.
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [X] ☐ []

24. **REQUIREMENTS.** The following requires the files to be kept 50 years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

The record is needed in case a question arises in the future about the individual involved.

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each - ☐ [] CALENDAR YEAR - ☐ [] FISCAL YEAR - ☒ [X] OTHER See below, then:

- ☐ [] Hold in the current files area month(s)/ year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold year(s):
- ☐ [] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☒ [X] Other: (Specify)

Upon final disposition of case, place in the inactive file, cut off the inactive file at the end of each fiscal year; then, hold in current files area for two years; then, transfer to the State Archives for 48 years; then, destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>Allen A. Spaulock</i>		Date <i>7-31-74</i>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:		Agency Head/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>David A. Lacey</i>	<i>8/2/74</i>
		State Auditor/Designee <input type="checkbox"/> [] Approved <input type="checkbox"/> [] Disapproved	<i>William M. Lacey</i>	<i>8-19-74</i>
		Secretary of State/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Carroll Lacey</i>	<i>8-16-74</i>
		Attorney General/Designee <input type="checkbox"/> [] Approved <input type="checkbox"/> [] Disapproved	<i>Robert Sheel</i>	<i>8-20-74</i>

STATE RECORDS
COMMITTEE